BENEFICIARY DESIGNATION

How to Update Your Beneficiary Designation in ESS Outside of the Open Enrollment Wizard

Log into ESS:

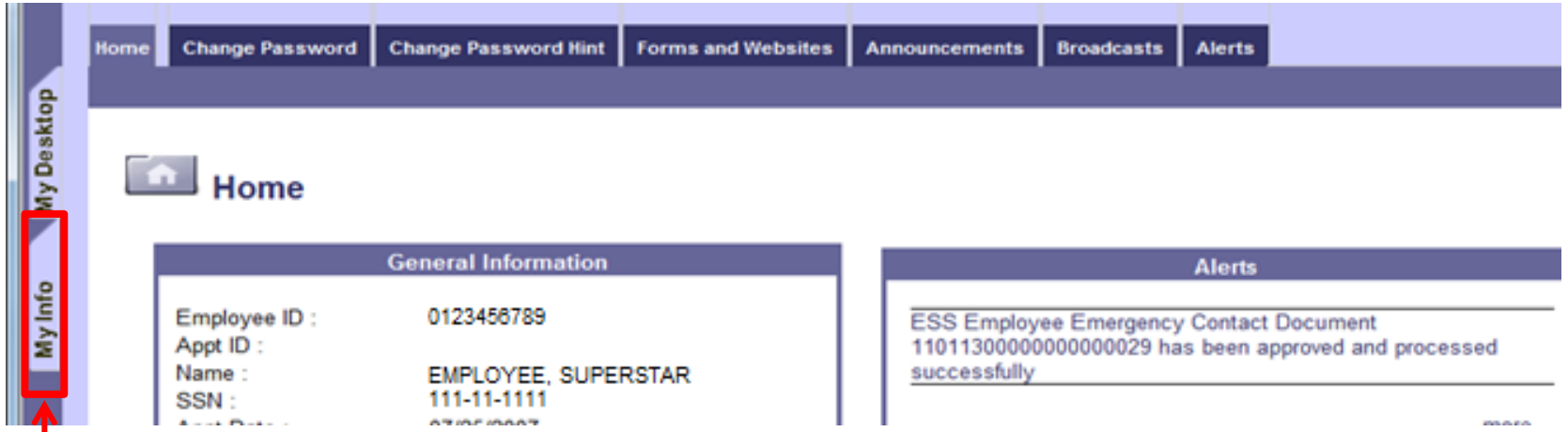
https://ess.fultoncountyga.gov/webapp/ESSPROD/ESS)

Employees will use their 10-digit employee ID number to log into ESS

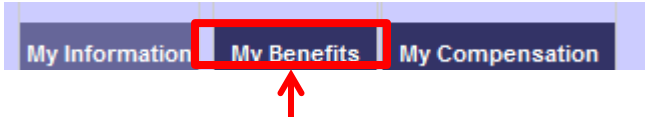
Notes: The employee ID number MUST consist of all 10-digits, including the leading 0s.

Beneficiary Designation

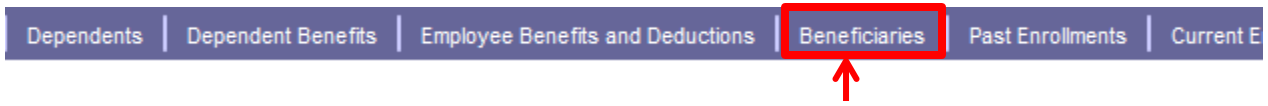
Once logged in,



Click My Info



Click My Benefits



Click Beneficiaries

Beneficiary Designation - Create

Beneficiaries

Benefit Type	Benefit Plan	Dependent ID	Beneficiary Name	Beneficiary Type	% of Distribution	From	To	Social Security Number	Date of Birth	Relationship

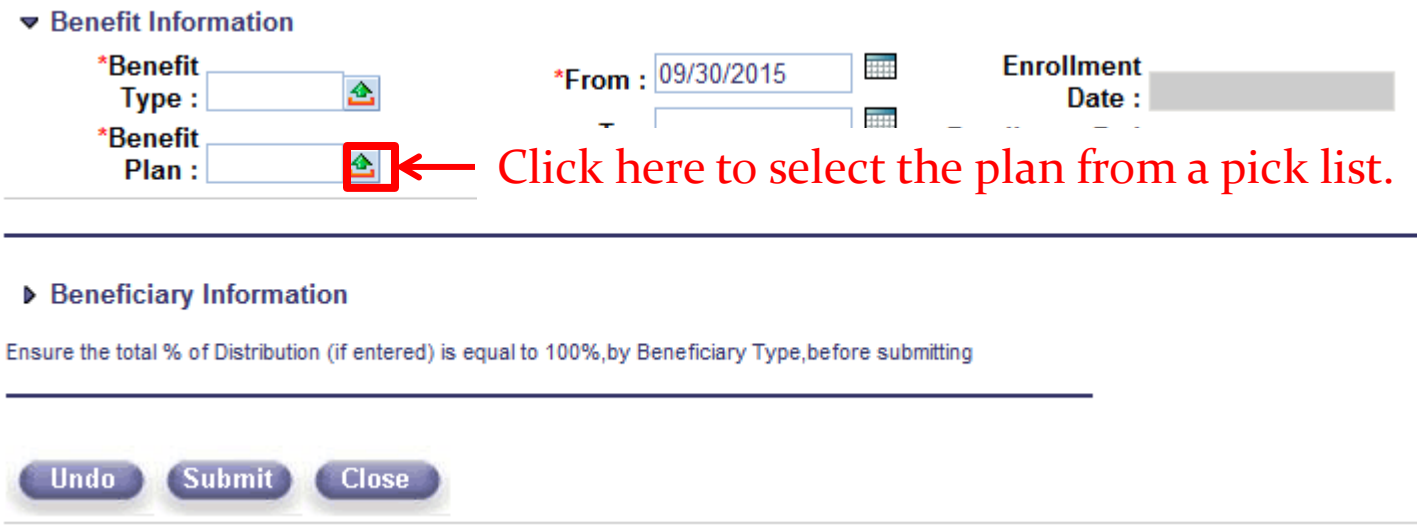
Benefit Type :		**Relationship :**	
Benefit Plan :		**Relationship Desc :**	
From :		**Date of Birth :**	
To :		**Social Security Number :**	
Dependent ID :		**Street 1 :**	
Beneficiary Name :			
Beneficiary Type :			
% of Distribution :			

Create Modi

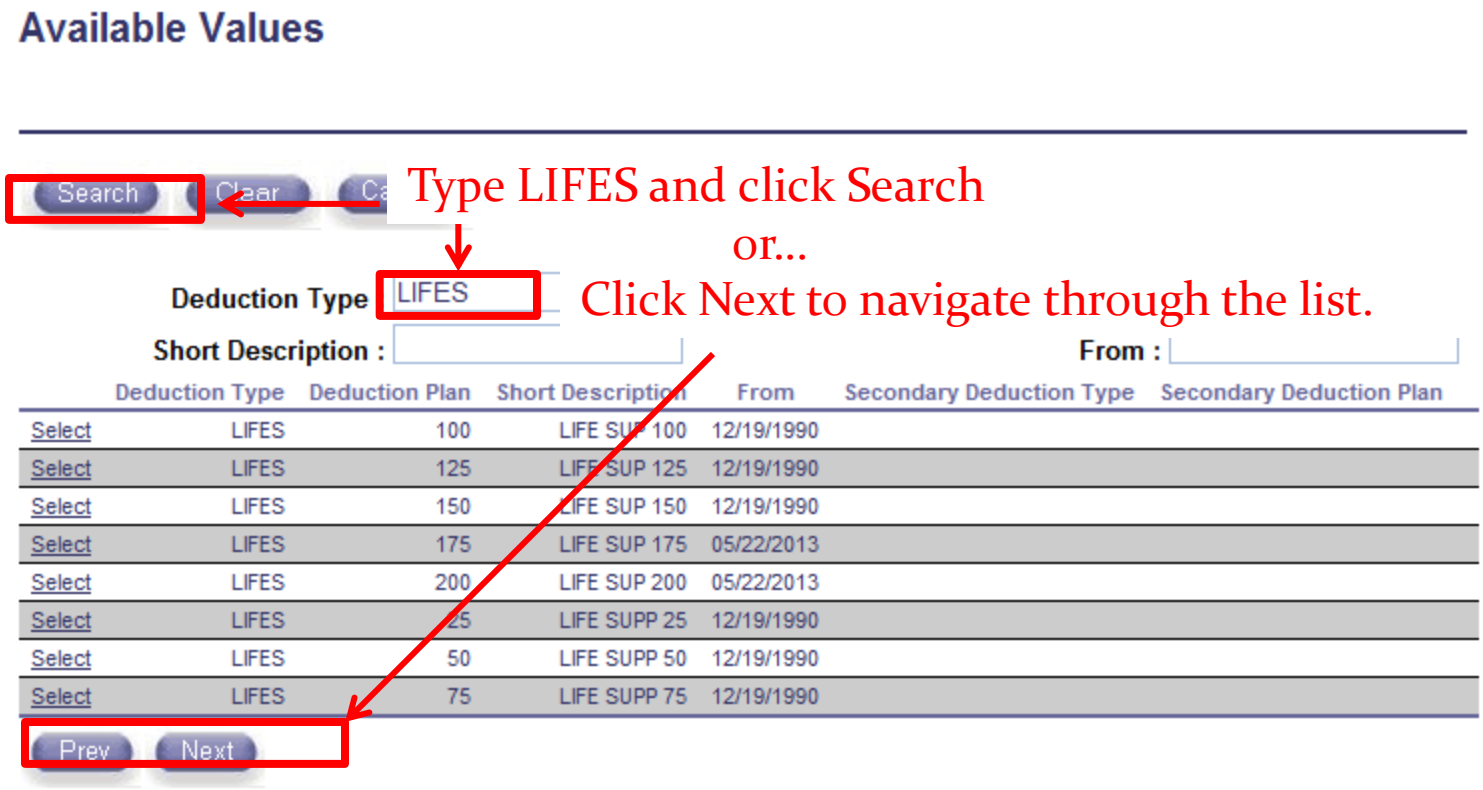
Click here to Create a beneficiary.

Beneficiary Designation - Create

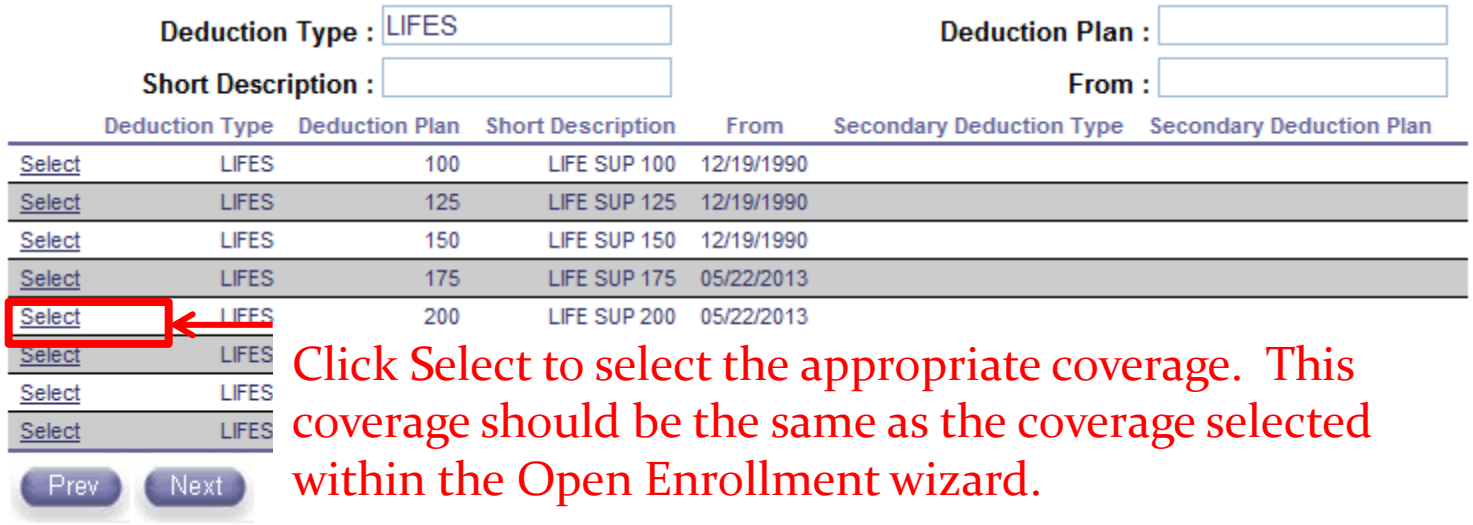
Beneficiary Designation - Create



Beneficiary Designation - Create

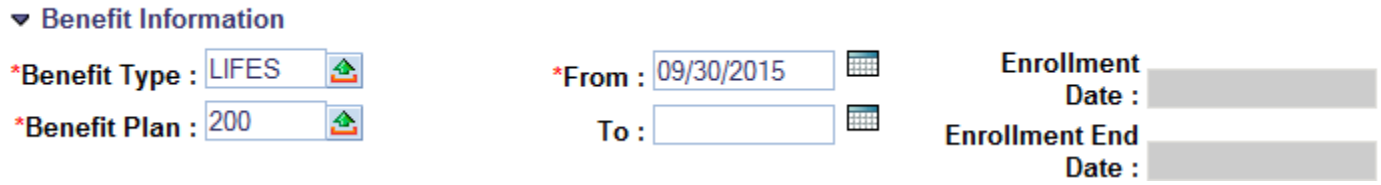


Beneficiary Designation - Create

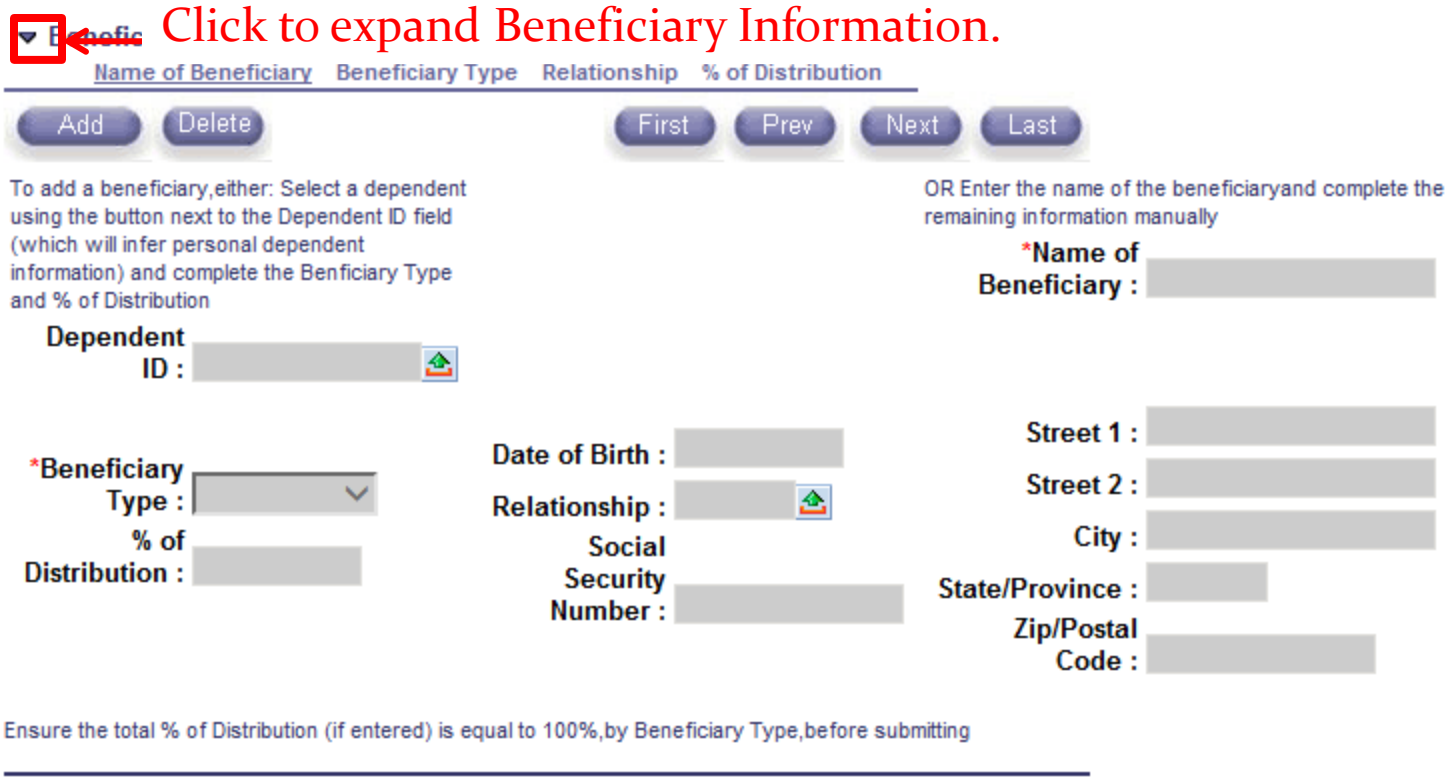


Click Select to select the appropriate coverage. This coverage should be the same as the coverage selected within the Open Enrollment wizard.

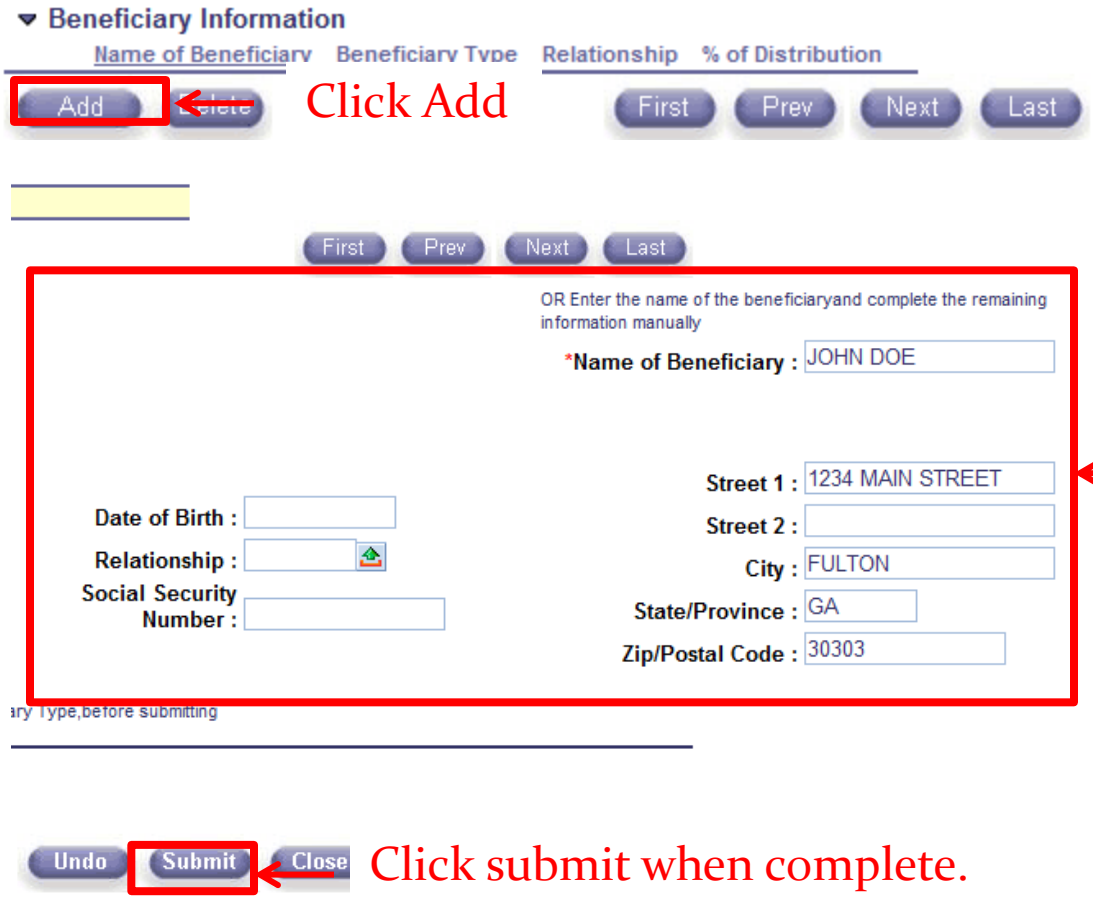
Notes: Once the appropriate plan is selected, the screen will automatically navigate back the Beneficiary Designation with the Benefit Type, Benefit Plan and From Date populated.



Beneficiary Designation - Create

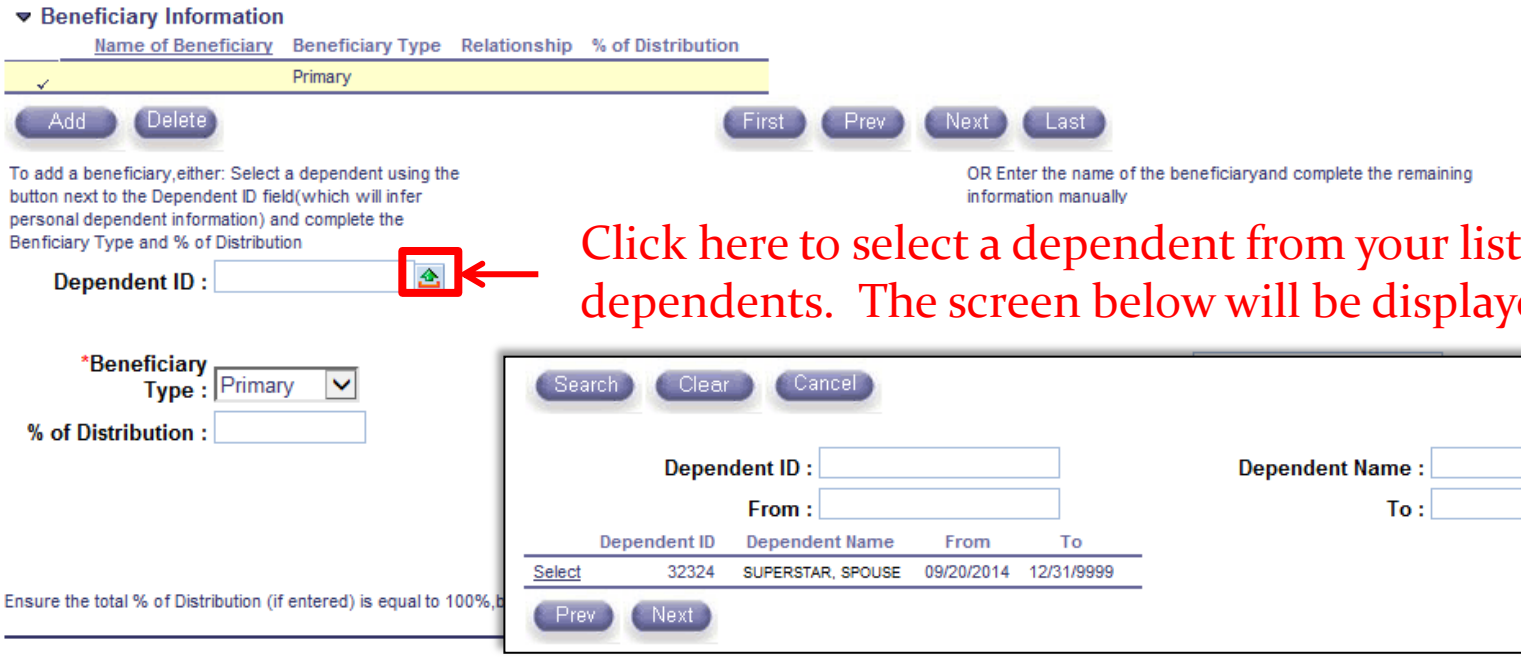


Beneficiary Designation - Non Dependent

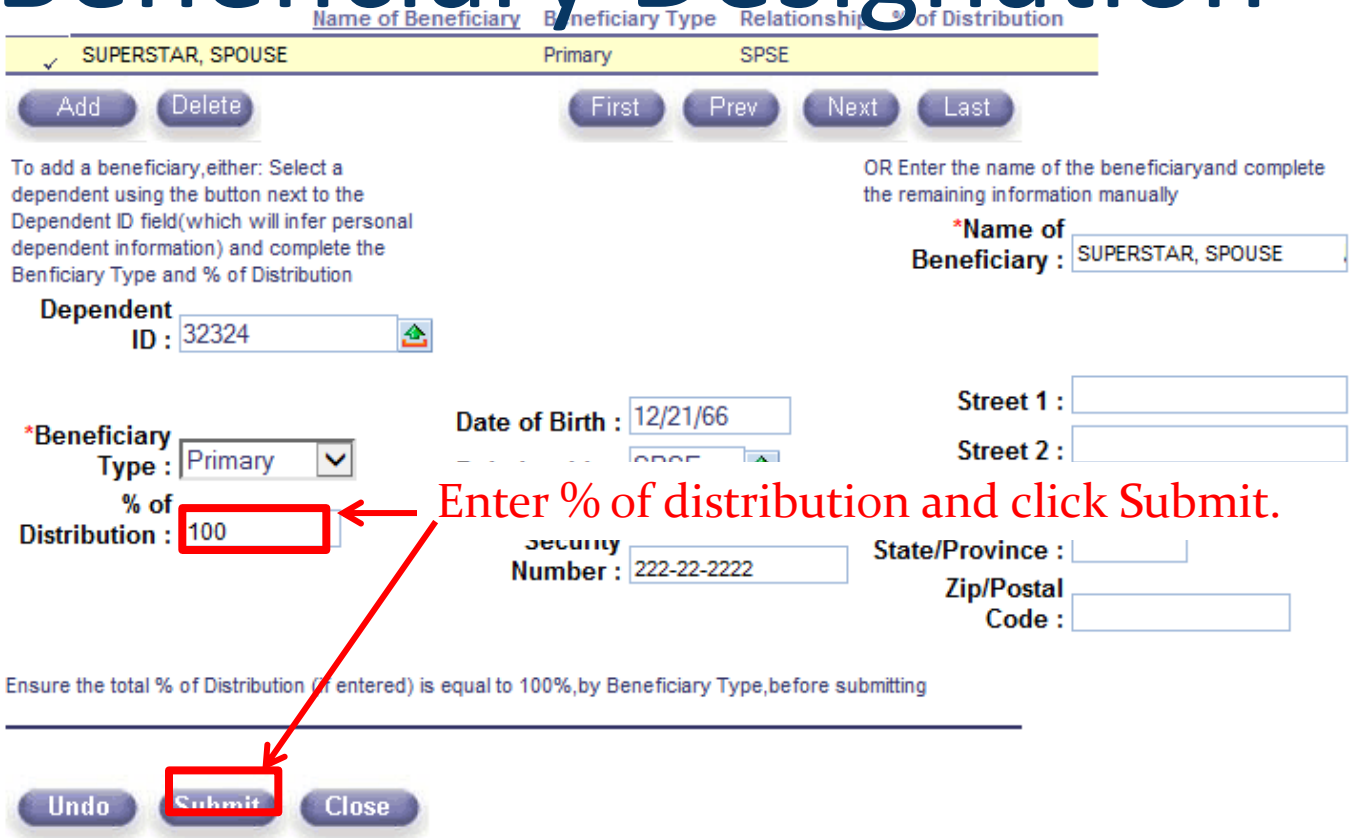


Enter beneficiary information in the fields.

Beneficiary Designation - Dependent



Beneficiary Designation



Notes: The system does not calculate percentages of distribution of all beneficiaries to ensure the total equal 100%. The employee must calculate and determine percentages. If percentages are not entered for beneficiaries, equal distribution amongst beneficiaries will be assumed.

Beneficiary Submittal

Notes: Once submitted, the following message will be displayed in the upper section of the screen below the navigation menu.

NEED ASSISTANCE

Employees are required to know their 10 digit employee ID number to access the ESS enrollment system.

IT ESS Support

For technical issues or help with your access including ESS password reset, contact the Technical Support Center at 404.612.7334 or email technical.Support@fultoncountyga.gov . Technical Support Center hours are Monday Friday from 8:30 a.m. to 5:00 p.m.

Benefits and Payroll Questions

For more information, please contact the Employee Benefits Division at (404) 612-7605 or email employeebenefits@fultoncountyga.gov.